

FOR COURT USE ONLY

SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____

DEPARTMENT AND DIVISION:
 JUDICIAL DISTRICT OR BRANCH COURT:
 MAILING ADDRESS:
 STREET ADDRESS:
 CITY AND ZIP CODE:
 TELEPHONE:
 FAX:

**NOTICE OF HEARING ON REQUEST FOR TRANSFER OR EXTENSION OF TIME FOR RETENTION
 OF SUPERIOR COURT RECORDS; COURT ORDER; RELEASE AND RECEIPT OF SUPERIOR COURT RECORDS**

TO: _____
*(Name or names of organizations requesting transfer of superior court records to their possession or
 for an extension of the time for retention of the records)*

NOTICE OF HEARING

1. ☐ A hearing will be held on your request for an order by the presiding judge for **transfer** of some or all of the superior court records to your possession.
2. ☐ A hearing will be held on your request for an order by the presiding judge for an **extension of time** for the destruction of some or all of the superior court records.
3. The hearing will be held:

Date:

Time:

Dept.:

Room:

The address of the court is shown above.

4. ☐ No hearing on your request for an order by the presiding judge for transfer of some or all of the superior court records will be held.

ORDER**GOOD CAUSE APPEARING:**

1. ☐ Grant request of *(name of organization)*: _____ to transfer or to your possession
 - ☐ all superior court records specified in the Request for Transfer or Extension of Time for Retention of Superior Court Records
 - ☐ the following superior court records only *(specify records to be transferred)*:
 - a. The records shall be made reasonably available for inspection to all members of the public and provision shall be made for duplicating the records at cost.
 - b. Costs for transferring the records shall be paid by the requesting party.
2. ☐ Grant request of *(name of organization)*: _____ to extend until *(date)*: _____ the destruction of
 - ☐ all superior court records specified in the Request for Transfer or Extension of Time for Retention of Superior Court Records
 - ☐ the following superior court records only *(specify records to be held)*:
3. ☐ Deny request of *(name of organization)*: _____ for transfer of some or all of the superior court records to your possession.
4. ☐ Deny request of *(name of organization)*: _____ for an extension of time for the destruction of some or all of the superior court records.
5. ☐ Other orders *(specify)*:

Date:

PRESIDING JUDGE OF THE SUPERIOR COURT

(See reverse for Release and Receipt of Superior Court Records)

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